

**HEALTH INFORMATION  
MANAGEMENT PROFESSIONALS  
AND THE DEPARTMENT OF VETERANS AFFAIRS**





**ARE YOU SEARCHING FOR  
NEW HORIZONS -  
NEW OPPORTUNITIES?**

Discover the challenges of a career in the Veterans Health Administration (VHA) of the Department of Veterans Affairs (VA).

Set your sights on a career as a VA Health Information Management (HIM) professional. If you desire to make a difference - you will find the challenges and inspirations in the VA EVERYDAY!

As valued members of the VA health care team, HIM professionals work in a stimulating environment committed to the optimal use of health care information and technology. HIM professionals are constantly challenged by the information needs and demands of the nation's largest and most complex health care system.

## VA OFFERS A WIDE RANGE OF OPPORTUNITIES FOR HEALTH INFORMATION MANAGEMENT PROFESSIONALS

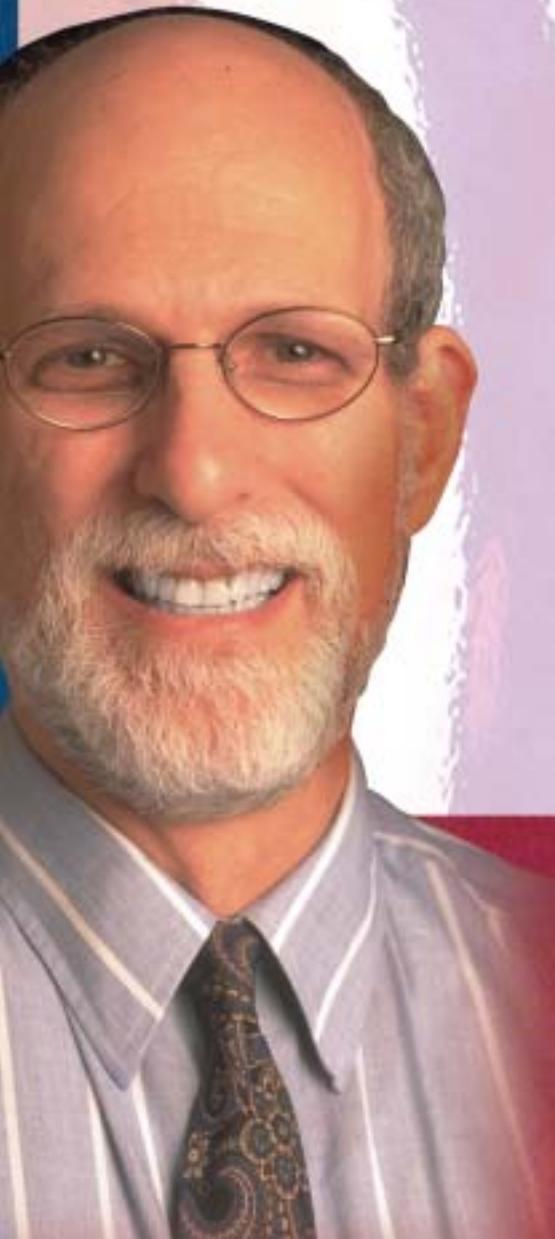
Job opportunities at the local and national level exist for creative and innovative professionals. These opportunities may include positions in management and supervision, teaching, consulting, compliance, informatics, revenue, data quality analysis, decision support and a host of other areas. These positions can include responsibilities for all traditional health information functions, record computerization efforts, hospital-wide data validation and quality management. HIM professionals play an integral role in privacy, information security, resource allocation, research, compliance, third-party reimbursement, Joint Commission on Accreditation of Healthcare Organizations (JCAHO) accreditation, systems expansion, educating health care providers and supporting the medicolegal aspects of veterans' health records.

Potential relocation within VA's nationwide network of medical centers is possible and can provide a variety of work experiences that may result in increased opportunities for advancement.

### *THE BEST CARE - VA - Keeping the Promise to Those Who Served*

More than a century ago, President Lincoln made a promise to America's servicemen and women, pledging the care and concern of a grateful Nation for the sacrifices they made to preserve freedom. Since 1930, the mission of the VA has been to keep that promise. That promise reflects the philosophy that guides the VA in everything we do. VA benchmarks the quality of our service with the leaders in private industry to ensure delivery of world-class service to the nation's veterans. To learn more about the VA visit our Web site at [www.va.gov](http://www.va.gov).

Today, VA provides veterans quality health care in the largest, most comprehensive health care system in the United States with more than 600 health care facilities throughout the United States, Puerto Rico and the Philippines. In fiscal year 2000, VA treated more than 3.5 million veterans at medical centers, outpatient clinics and supporting facilities.



*"To care for Him Who Shall Have Borne the  
Battle and for His Widow, And His Orphan."  
Abraham Lincoln, March 1865*

## A FUTURE PERSPECTIVE

A strong commitment to provide quality, accessible health care is reflected in VA's strategic plan for 2001 - 2006. The plan contains six objectives to keep VA poised to meet the ever-changing demands of our nation's health care marketplace.

These objectives are:

1. Put Quality First Until First in Quality
2. Provide Easy Access to Medical Knowledge, Expertise and Care
3. Enhance, Preserve and Restore Patient Function
4. Exceed Patients' Expectations
5. Maximize Resource Use to Benefit Veterans
6. Build Healthy Communities

## BENEFITS OF A CAREER AS A HEALTH INFORMATION MANAGEMENT PROFESSIONAL WITH VA

VA is committed to developing a quality workforce to support its mission to provide the best possible care for our nation's veterans. In recognition of the contributions made by HIM professionals in helping achieve this goal, VA offers tangible and intangible benefits. VA provides a supportive environment that encourages professional growth and development and offers individual recognition for personal achievement.

In addition to professional opportunities, VA offers extensive employment benefits and educational opportunities that include generous leave accrual policies, mobility and educational assistance programs.

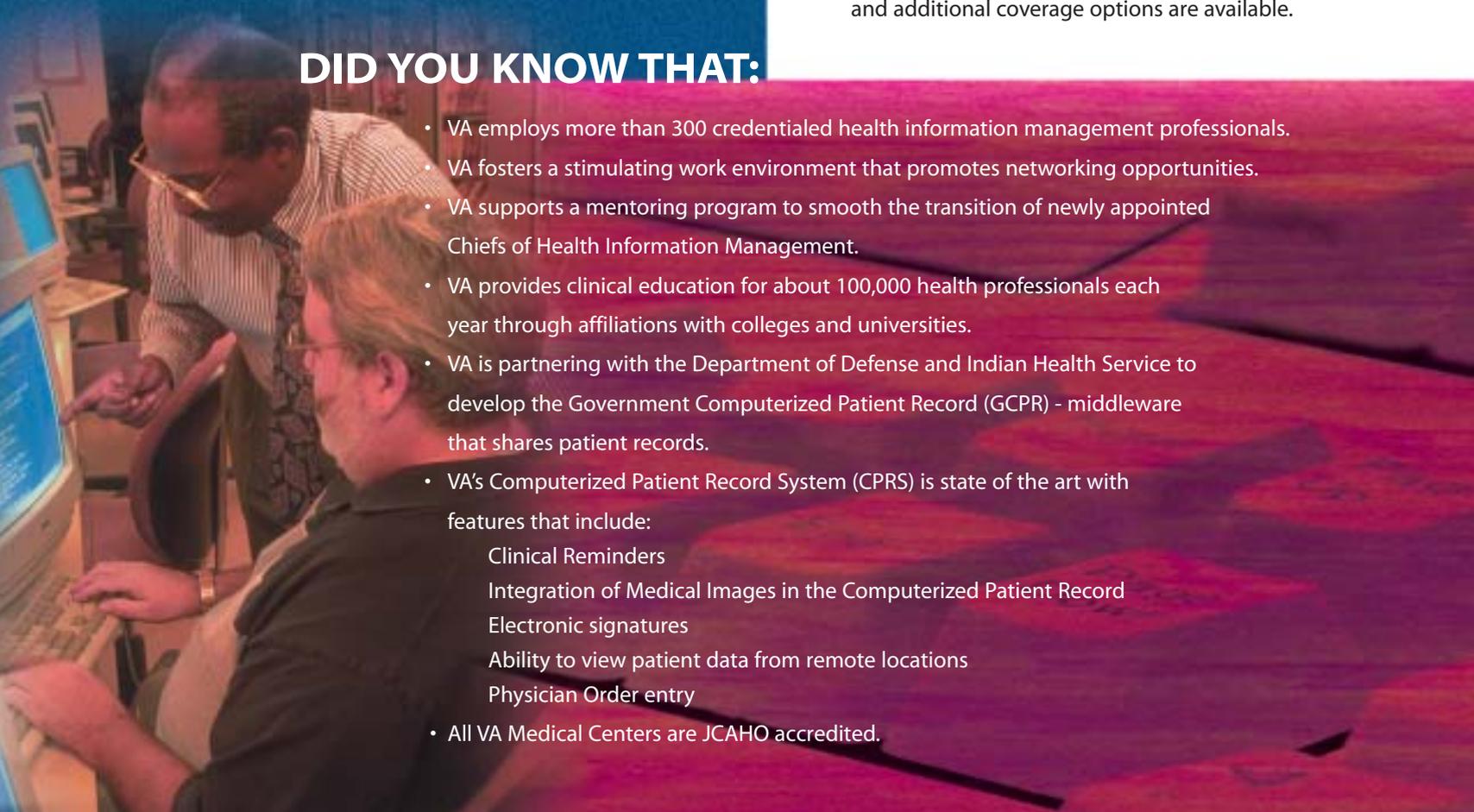
### *EMPLOYMENT BENEFITS for Health Information Management Professionals*

#### HEALTH AND LIFE INSURANCE

- VA offers a variety of group health insurance plans with premiums partially paid by the Federal Government. You can change plans yearly.
- Term life insurance coverage based on salary is available with the cost shared by the Federal Government. Family and additional coverage options are available.

## DID YOU KNOW THAT:

- VA employs more than 300 credentialed health information management professionals.
- VA fosters a stimulating work environment that promotes networking opportunities.
- VA supports a mentoring program to smooth the transition of newly appointed Chiefs of Health Information Management.
- VA provides clinical education for about 100,000 health professionals each year through affiliations with colleges and universities.
- VA is partnering with the Department of Defense and Indian Health Service to develop the Government Computerized Patient Record (GCPR) - middleware that shares patient records.
- VA's Computerized Patient Record System (CPRS) is state of the art with features that include:
  - Clinical Reminders
  - Integration of Medical Images in the Computerized Patient Record
  - Electronic signatures
  - Ability to view patient data from remote locations
  - Physician Order entry
- All VA Medical Centers are JCAHO accredited.



## LEAVE AND HOLIDAYS

- Thirteen to 26 days of paid annual (vacation/personal) leave are allocated per year. Annual leave begins to accrue immediately and can be used as it is earned subject to supervisory approval.
- 13 days of sick leave each year with no limit on accumulation.
- Military leave is authorized up to 15 days per year for active reservists and National Guard members.
- VA observes 10 federal legal holidays.
- Family leave - up to 12 workweeks of unpaid leave during any 12-month period for:
  - the birth of a child
  - the placement of a child for adoption or foster care
  - the care of spouse, son, daughter or parent with a serious health condition; or
  - a serious health condition.

## RETIREMENT

Newly hired health information management professionals are covered by the Federal Employee's Retirement System (FERS). FERS is a three-tier retirement plan composed of Social Security benefits, FERS basic benefits, and the Thrift Savings Plan that is a tax deferred savings plan with an automatic basic contribution and partial matching by the Federal Government.

## MOBILITY

VA medical facilities are located in all 50 states, the District of Columbia, Puerto Rico and the Philippines. An employee may transfer to any location where there is a vacancy without loss of benefits and usually no loss in pay.

## AWARDS, HONORS AND RECOGNITION

VA affords employees opportunities to participate in high profile projects that have significant impact and visibility at both the local and national level. Opportunities to receive both monetary and honorary recognition for overall superior performance and special or unique achievements are also available. In addition, substantial monetary awards can be earned through participation in VA's Employee Suggestion Program when employees offer creative solutions to problems and ideas for improving procedures and services.

## ADDITIONAL BENEFITS:

- *Smoke-free and drug-free workplace*
- *Free parking at most facilities*
- *Credit unions*
- *Child care at some facilities*
- *Employee wellness programs*
- *Medical libraries*
- *Monday-Friday, flexible and/or compressed work schedules at most facilities*



## *Educational Opportunities*

VA recognizes the importance of ongoing education and the benefit it provides to the veteran, patients and employees.

Numerous opportunities are available to health information management professionals, including:

- Tuition support for job-related and continuing education courses
- Health information management affiliated educational programs at many facilities
- National and regional education programs developed for health information management professionals
- Paid time off for approved continuing education programs
- Upward mobility programs

## *Personnel Policies*

### QUALIFICATIONS

Minimum qualifications for appointment as a VA health information management professional are:

- U.S. citizenship
- Specialized experience or successful completion of an accredited course of study. A current health information management credential from the American Health Information Management Association will be helpful as a measure of the health information management professional's quality of experience.

### SALARY INFORMATION

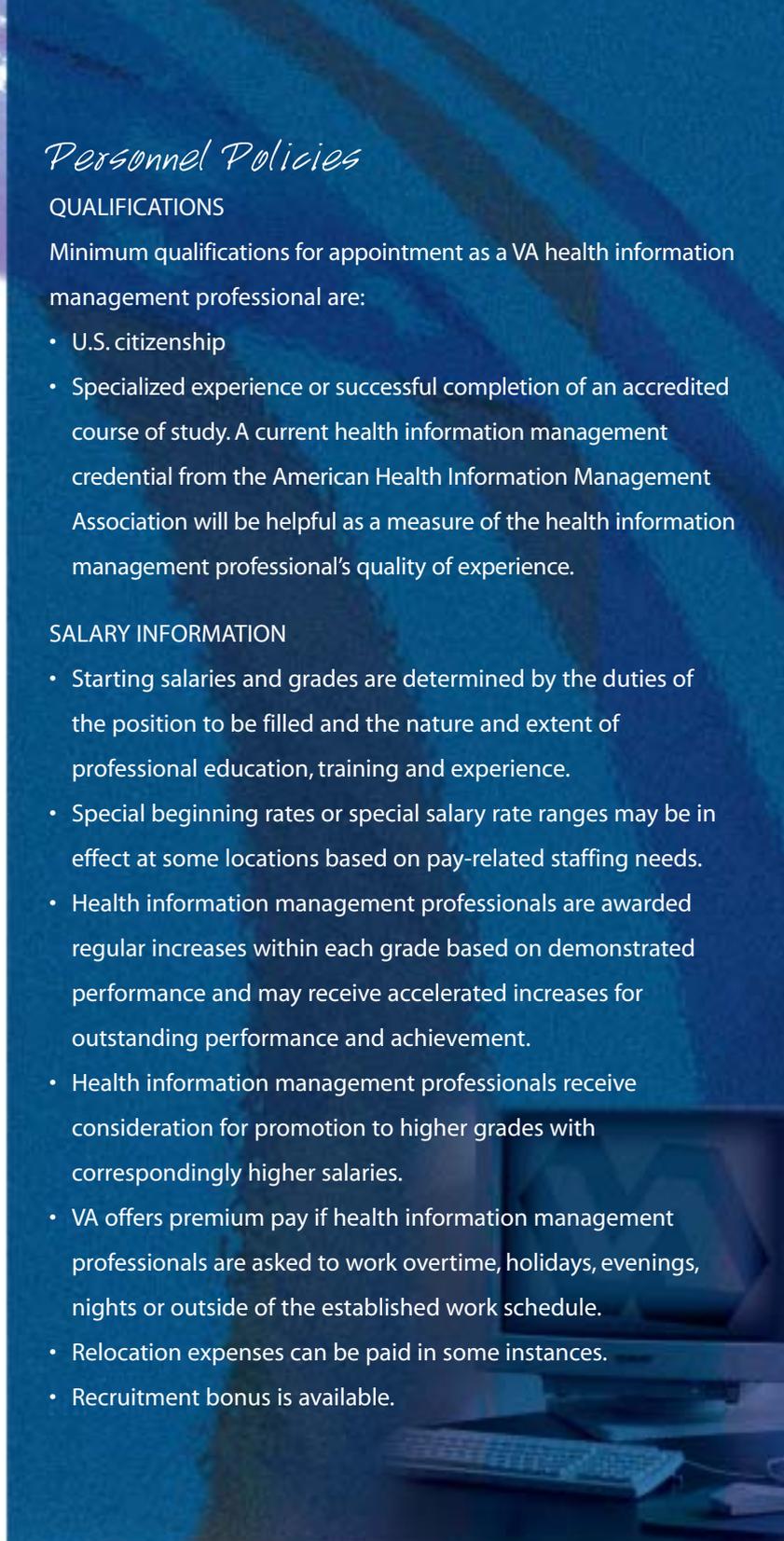
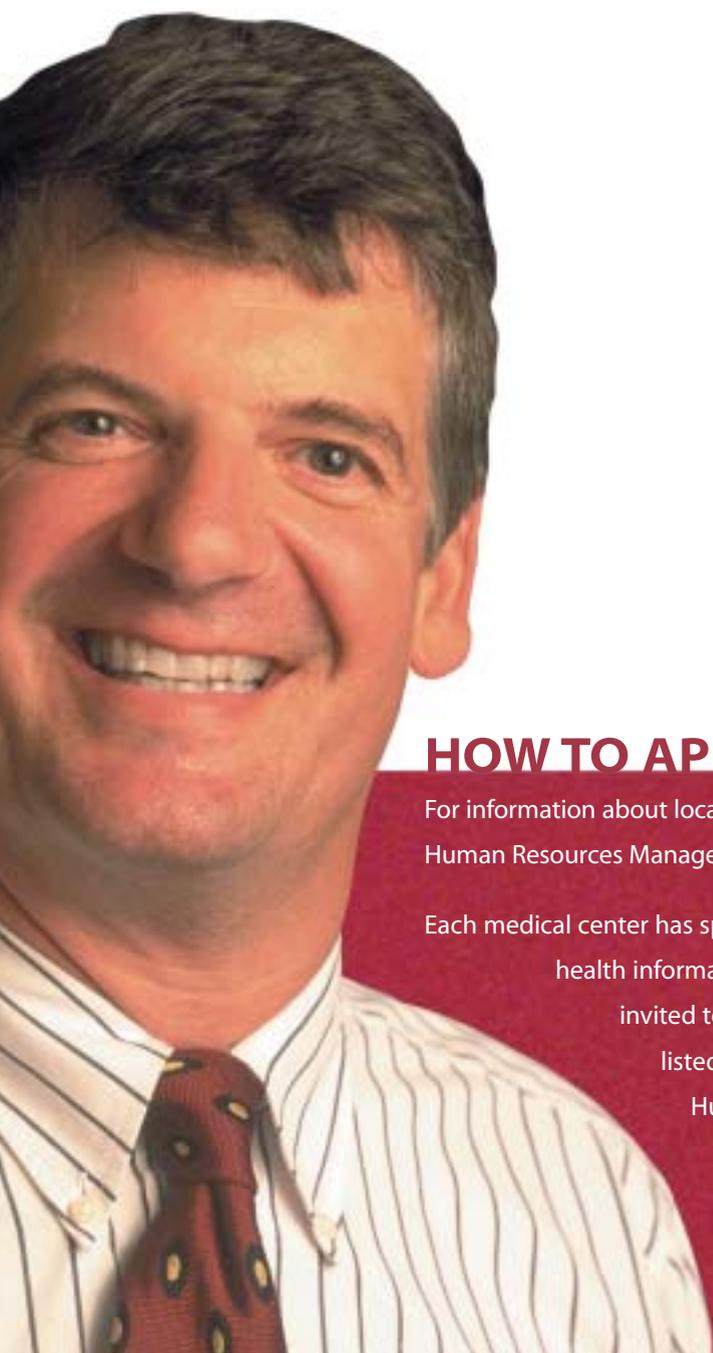
- Starting salaries and grades are determined by the duties of the position to be filled and the nature and extent of professional education, training and experience.
- Special beginning rates or special salary rate ranges may be in effect at some locations based on pay-related staffing needs.
- Health information management professionals are awarded regular increases within each grade based on demonstrated performance and may receive accelerated increases for outstanding performance and achievement.
- Health information management professionals receive consideration for promotion to higher grades with correspondingly higher salaries.
- VA offers premium pay if health information management professionals are asked to work overtime, holidays, evenings, nights or outside of the established work schedule.
- Relocation expenses can be paid in some instances.
- Recruitment bonus is available.

## **HOW TO APPLY**

For information about local opportunities and application procedures, you should contact the Human Resources Management Service at the facility where you desire employment consideration.

Each medical center has specialized medical care programs and a variety of opportunities are available for health information management professionals. To gain a first hand view of VA health care, you are invited to visit. Please call or write to arrange for an appointment. Telephone numbers are listed in local directories under "U.S. Government," or address correspondence to the Human Resources Management Service, VA Medical Center, City, State and ZIP Code.

Employment information and application materials for VA Health Information Management professional positions may also be obtained by contacting VHA Headquarters directly at (202) 273-9220.



## VA Health Care Facilities

VA facilities have specialized medical care programs and a variety of opportunities for Health Information Management Professionals. To gain a first hand view of VA health care, you are invited to visit. Please call or write to arrange an appointment. Telephone numbers are listed in local directories under "U.S. Government" or address correspondence to the Human Resource Management Service, VA Medical Center, City, State, Zip Code.

### ALABAMA

Birmingham (35233)  
Montgomery (36109)  
Tuscaloosa (35404)  
Tuskegee (36083)

### ALASKA

Anchorage (99508)

### ARIZONA

Phoenix (85012)  
Prescott (86313)  
Tucson (85723)

### ARKANSAS

Fayetteville (72703)  
Little Rock (72205)

### CALIFORNIA

Bakersfield (93301)  
Fresno (93703)  
Livermore (94550)  
Loma Linda (92357)  
Long Beach (90822)  
Los Angeles (90012)  
Martinez (94553)  
Menlo Park (94025)  
Palo Alto (94304)  
San Diego (92161)  
San Francisco (94121)  
Santa Barbara (93110)  
Sepulveda (91343)  
West Los Angeles (90073)

### COLORADO

Denver (80220)  
Grand Junction (81501)  
Pueblo (81004)

### CONNECTICUT

Newington (06111)  
West Haven (06516)

### DELAWARE

Wilmington (19805)

### DISTRICT OF COLUMBIA

Washington (20422)

### FLORIDA

Bay Pines (33708)  
Gainesville (32608)  
Lake City (32055)  
Miami (33125)  
Tampa (33612)  
West Palm Beach (33410)

### GEORGIA

Augusta (30904)  
Decatur (Atlanta 30033)  
Dublin (31021)

### HAWAII

Honolulu (96819)

### IDAHO

Boise (83702)

### ILLINOIS

Chicago (Lakeside 60611)  
Chicago (West Side 60612)  
Danville (61832)  
Hines (60141)  
Marion (62959)  
North Chicago (60064)

### INDIANA

Fort Wayne (46805)  
Indianapolis (46202)  
Marion (96953)

### IOWA

Des Moines (50310)  
Iowa City (52246)  
Knoxville (50138)

### KANSAS

Leavenworth (66048)  
Topeka (66622)  
Wichita (67218)

### KENTUCKY

Lexington (40511)  
Louisville (40206)

### LOUISIANA

Alexandria (71306)  
New Orleans (70146)  
Shreveport (71101)

### MAINE

Togus (04330)

### MARYLAND

Baltimore (21201)  
Fort Howard (21052)  
Perry Point (21902)

### MASSACHUSETTS

Bedford (01730)  
Boston (02130)  
Northampton (01053)  
Brockton (02401)  
West Roxbury (02132)

### MICHIGAN

Ann Arbor (48105)  
Battle Creek (49015)  
Detroit (48201)  
Iron Mountain (49801)  
Saginaw (48602)

### MINNESOTA

Minneapolis (55417)  
St. Cloud (56303)

### MISSISSIPPI

Biloxi (39531)  
Jackson (39216)

### MISSOURI

Columbia (65201)  
Kansas City (64128)  
Poplar Bluff (63901)  
St. Louis (63125)

### MONTANA

Fort Harrison (59636)  
Miles City (59301)

### NEBRASKA

Grand Island (68803)  
Lincoln (68510)  
Omaha (68105)

### NEVADA

Las Vegas (89106)  
Reno (89520)

### NEW HAMPSHIRE

Manchester (03104)

### NEW JERSEY

East Orange (07018)  
Lyons (07939)

### NEW MEXICO

Albuquerque (87108)

### NEW YORK

Albany (12208)  
Bath (14810)  
Bronx (10468)  
Brooklyn (11209)  
Buffalo (14215)  
Canandaigua (14424)  
Castle Point (12511)  
Montrose (10548)  
New York (Manhattan 10010)  
Northport (Long Island 11768)  
St. Albans (11425)  
Syracuse (13210)

### NORTH CAROLINA

Asheville (28805)  
Durham (27705)  
Fayetteville (28301)  
Salisbury (28144)

### NORTH DAKOTA

Fargo (58102)

### OHIO

Chillicothe (45601)  
Cincinnati (45220)  
Cleveland (44106)  
Columbus (43203)  
Dayton (45428)

### OKLAHOMA

Muskogee (74401)  
Oklahoma City (73104)

### OREGON

Portland (97207)  
Roseburg (97470)  
White City (97503)  
(Domiciliary )

### PENNSYLVANIA

Altoona (16602)  
Butler (16001)  
Coatesville (19320)  
Erie (16504)  
Lebanon (17042)  
Philadelphia (19104)  
Pittsburgh (Highland Drive 15206)  
Pittsburgh (University Drive 15240)  
Wilkes-Barre (18711)

### PHILIPPINES

Manila (96515)  
(FPO AF)

### PUERTO RICO

San Juan (00921)

### RHODE ISLAND

Providence (02908)

### SOUTH CAROLINA

Charleston (29401)  
Columbia (29209)

### SOUTH DAKOTA

Fort Meade (57741)  
Hot Springs (57747)  
Sioux Falls (57117)

### TENNESSEE

Memphis (38104)  
Mountain Home (37684)  
Murfreesboro (37129)  
Nashville (37212)

### TEXAS

Amarillo (79106)  
Austin (78741)  
Big Spring (79720)  
Bonham (75418)  
Dallas (75216)  
El Paso (79925)  
Houston (77030)  
Kerrville (78028)  
Marlin (76661)  
San Antonio (78284)  
Temple (76504)  
Waco (76711)

### UTAH

Salt Lake City (84148)

### VERMONT

White River Junction (05009)

### VIRGINIA

Hampton (23667)  
Richmond (23249)  
Salem (24153)

### WASHINGTON

American Lake (Tacoma 98493)  
Seattle (98108)  
Spokane (99205)  
Walla Walla (99362)

### WEST VIRGINIA

Beckley (25801)  
Clarksburg (26301)  
Huntington (25704)  
Martinsburg (25401)

### WISCONSIN

Madison (53705)  
Milwaukee (53295)  
Tomah (54660)

### WYOMING

Cheyenne (82001)  
Sheridan (82801)



Department of Veterans Affairs